



BUILDING

CAREERS

Office of the Auditor General



Doug A. Ringler, CPA, CIA
Auditor General

*The **auditor general** shall conduct **post audits** of **financial** transactions and accounts of the **state** and of all branches, **departments**, offices, boards, commissions, **agencies**, authorities and institutions of the state established by this **constitution** or by **law**, and **performance post audits** thereof.*

The auditor general may make investigations pertinent to the conduct of audits.

*- Article IV, Section 53 of the
Michigan Constitution*



OAG

Office of the Auditor General

201 N. Washington Square, Sixth Floor • Lansing, Michigan 48913 • Phone: (517) 334-8050 • audgen.michigan.gov

Doug A. Ringler, CPA, CIA
Auditor General

We welcome your interest in the Office of the Auditor General (OAG) and stand ready to assist you with making one of the most important decisions of your life - where to begin your career.

The OAG is one of the country's leading government auditing organizations and the State of Michigan's recognized governmental auditing expert. As such, we are able to offer you similar challenges and opportunities as those found in public accounting. However, we can also offer you the flexibility to balance your professional career with your personal schedule to maximize your quality of life.

The public's demand for increased government transparency and accountability has brought with it an increased demand for oversight of those entrusted with public funds and charged with properly managing programs and services. Without question, auditing is an integral part of our government operations.

The OAG mission is to improve the accountability for public funds and to improve State government operations for the benefit of Michigan's citizens. We are committed to hiring outstanding individuals who have the talent, motivation, knowledge, and leadership skills to accomplish this and to maintain the OAG's outstanding reputation.

As you read the following information, you will recognize the many opportunities available to you with the OAG and the importance we place on each individual in our organization. Your future with the OAG promises to provide you with interesting challenges and unlimited variety. We look forward to meeting you and wish you the best in pursuing a fulfilling career.



Doug A. Ringler
Auditor General

Table of Contents

Introductory Letter.....

1

Office Location

3

Office of the Auditor General (OAG)

4

Fraud Investigative Services Team (FIST)

5

Office of Professional Practice

5

Office of Information Technology

5

Employee Benefits

6

Flexible Work Schedules

6

Benefits Summary

6

How to Apply.....

7

OAG Values

8

Team Building

8

Office Location



201 N. Washington Square
Victor Center, Sixth Floor
Lansing, Michigan 48913

Office of the Auditor General (OAG)

Government officials and employees have a fiduciary responsibility to the citizens of the State of Michigan for properly managing State funds and resources. The OAG's overall goal is to improve accounting and financial reporting practices and to promote effectiveness and efficiency in State government. OAG audit reports provide continuous information to assist the Legislature in its oversight of approximately 80 individual State funds and annual expenses of over \$50 billion. In addition, OAG audit reports provide department administrators and citizens with independent, objective, and transparent information.

As an OAG team member, you will be provided with challenging, interesting, and rewarding audit experiences that will help you maximize your professional accomplishments. The OAG performs a wide range of financial and performance audits. These projects often include evaluations of critical IT applications. Information from our audit reports is used in making informed decisions by the Legislature; auditees; and other users, including investors, creditors, Michigan citizens, and other stakeholders.

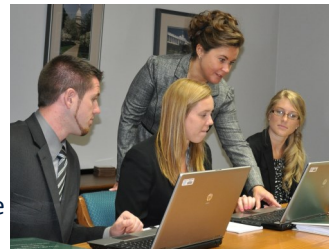


At the OAG, we understand that our most important resource is our people. The success of our mission is dependent on our audit teams, and individuals are the key to the effectiveness of those teams. We believe in hiring the most qualified individuals, providing them with the training and tools they need to succeed, and empowering them to effectively use their knowledge and skills to accomplish organizational and personal objectives.

When you begin at the OAG, you will participate in a comprehensive orientation program to familiarize you with our operations, policies and procedures, and working paper preparation. We

also provide you with an overview of what you can expect during the audit process. We understand that it takes time for a recent graduate to become a successful auditor. Our supervisors will respond to your needs and encourage questions. They will provide an open and friendly atmosphere and will always be available to encourage and assist you. Also, the OAG provides a mentor to help ensure that your career gets off to a successful start.

As a new auditor, you will have direct, one-on-one involvement with auditees, and these responsibilities will challenge you. You



You will be assigned to a variety of financial, performance, and IT audits designed to give you exposure to the important issues and challenges of the audit profession. This will ensure that you build technical competence, professional judgment, and confidence in your abilities. You will also be provided with continual feedback to help monitor your progress.

The OAG is committed to continuing education and professional development activities. We comply with continuing professional education and training standards established by the American Institute of Certified Public Accountants and the Comptroller General of the United States. The OAG provides incentives and encourages staff to develop professional skills to the fullest extent possible. Our formal training programs, which include presentations by outside experts and experienced and knowledgeable OAG staff, provide the auditing training you need to grow, enhance your career, and perform your job.

Because our work is qualifying experience to earn the certified public accountant (CPA) certificate, the OAG believes that auditing professionals should pass the CPA examination as early as possible in their careers. To assist

employees in obtaining certification, the OAG will reimburse employees for the initial application and sitting fee for the Uniform CPA Examination, reimburse a portion of the cost of one CPA review course, and provide time off with pay to take the examination.

In addition to the CPA examination, many of our staff achieve other professional certifications, such as certified fraud examiner, certified government financial manager, certified information systems auditor, certified internal auditor, and certified management accountant. We provide the necessary continuing professional development to maintain those certifications.



Fraud Investigative Services Team (FIST)

FIST administers the Office's fraud, waste, and abuse hotline and conducts investigative audits concerning allegations of improper conduct by State government officials, State employees, and entities receiving State money or other support. FIST works with law enforcement, prosecutorial agencies, and other audit and investigatory agencies and provides counsel to OAG staff on fraud-related issues. You can find definitions and common examples of fraud, waste, and abuse in State government operations by viewing our Web site at audgen.michigan.gov/report-fraud/.

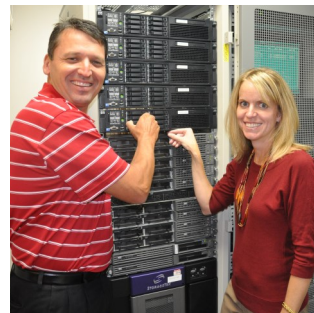
Office of Professional Practice

The OAG's Office of Professional Practice provides staff with quality assurance, editorial, and research guidance to ensure that the OAG complies with auditing standards and issues high quality audit reports. Working Paper Review staff check working papers to ensure the accuracy and completeness of OAG audit reports and to ensure compliance with officewide policies and procedures. The Office of Professional Practice also conducts research on accounting and auditing issues, comments on proposed accounting and auditing standards, coordinates the OAG's peer review, and aids in the development of officewide policies and procedures.



Office of Information Technology

Our Office of Information Technology provides the latest technology to ensure that our staff have the most effective tools for use in our audit environment. We use comprehensive audit software to plan audits, acquire and test data, and perform data analytics. We provide all audit staff with the latest technology and training needed to effectively complete audit assignments.



Employee Benefits

The OAG is committed to providing an environment that will assist you in achieving high quality in both your personal life and professional career. We are an Equal Opportunity Employer.

FLEXIBLE WORK SCHEDULES

As part of providing a progressive organization dedicated to achieving our mission, we understand the importance of balancing your professional and personal life. When you join the OAG, you have the option of working a flexible schedule within the normal 80-hour pay period. We know that you have important commitments outside of work. Satisfying those commitments will provide a higher quality of life which, in turn, will make you a more productive member of our audit team.



BENEFITS SUMMARY

The OAG offers competitive compensation and a full range of benefits, including health care, dental care, vision care, life insurance, long-term disability, and other voluntary benefit options; a defined contribution retirement plan; tax savings through flexible care spending accounts and deferred compensation plans; generous leave policies and holidays; longevity service pay; and educational assistance. There are periodic open enrollment periods during which you may change most of your benefit selections.

Compensation - Below is our 2019-20 salary schedule for our auditing positions through September 30, 2020:

Auditor 9 (Entry Level)	\$50,801
Staff Auditor	\$55,603 - 71,493
Senior Worker	\$72,892 - 77,757
Audit Supervisor - Manager	\$81,077 - 118,536
Audit Division Administrator	\$138,818

Health Care - You may choose full health care coverage (administered by Blue Cross Blue Shield of Michigan or an HMO) or you may choose the catastrophic health plan if you already have full health care coverage through your spouse. The costs and benefits of these plans vary depending on which option you select.

Dental Care - You may choose between two plans offered by Delta Dental Plan of Michigan or you may select a dental maintenance plan through Midwestern Dental Plans. The costs and benefits of these plans vary depending on which option you select.

Vision Care - Coverage is provided through Blue Cross Blue Shield of Michigan at no cost to you. Coverage includes eye examinations and prescription eyewear.

Life Insurance - You may choose between two levels of life insurance for yourself at no cost, and you may also buy life insurance for your dependents at attractive group rates.

Long-Term Disability - You have the option of enrolling in the State's long-term disability plan. The costs and benefits of the plan vary depending on your pay rate and sick leave balance.

Retirement - Upon hire, you will automatically be enrolled in the State's Defined Contribution Retirement Plan. Under this plan, the State contributes an amount equal to 4% of your income into your 401(k) retirement account. In addition, the State will match up to 3% of your contribution.

Flexible Care Spending Accounts - You may enroll in a Dependent Care Spending Account and/or a Medical Care Spending Account. With

these accounts, you may set aside pre-tax income to use to pay for dependent care or medical care.

Deferred Compensation - The OAG offers 457 and 401(k) deferred compensation plans. Under these plans, you may systematically deposit a portion of your income into a savings program before it is taxed and thus reduce the amount of your current income taxes.

Sick Leave - You will accumulate 4 hours of sick leave for each 80 hours of paid service.

Annual Leave - As a new employee, you will be credited with 16 hours of annual leave, which you may use immediately upon hire. You will then earn paid annual leave for each 80 hours of service. The amount of annual leave accrued and annual leave caps are based on years of service. You will also be credited with an additional 16 hours of annual leave each October 1.

School Leave - You will be credited with 8 hours of school leave each October 1.

Paid Holidays - The OAG provides the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Election Day (every other year)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Longevity Service Pay - After 6 years of service, you will receive an annual payment based on years of service.

Educational Assistance - The OAG provides some financial assistance for review courses and examination fees the first time you sit for the CPA, CISA, CFE, and CIA examinations. The OAG also offers a partial tuition reimbursement program if you continue your education in a job-related field.

Questions?

Please call our personnel office at (517) 334-8050.

NOTE: *Compensation and benefits are subject to change.*

How to Apply

If you would like to know more about the Office of the Auditor General, we invite you to visit our Web site at audgen.michigan.gov or if you are interested in being considered for a position with our office, please forward your:

- ☐ Resume
- ☐ Cover Letter
- ☐ Copy of Transcript

Send the items above via mail or e-mail to:

Office of the Auditor General
Jackie S. Lawson, CPA
Assistant Director of Administration
201 N. Washington Square, Sixth Floor
Lansing, Michigan 48913

Phone: (517) 334-8050

E-mail: jlawson@audgen.michigan.gov

OAG Values

At the OAG, we have five values that we encourage our staff to follow during their employment here; they are:

- ◆ **Make a difference.** Positively impact the agency operations where you audit and better our Office. Offer suggestions for improvement and actively contribute in meetings.
- ◆ **Own your work.** Take pride in a job well done, admit if you made a mistake, and commit to doing better next time...then do better next time.
- ◆ **Be a good teammate.** Collaborate with others to improve your work and theirs. Help others win, then we all win. We are here as a team; no office is more important than the others.
- ◆ **Empower others.** Share your knowledge and challenge others to develop your replacement. Being a good supervisor includes succession planning to ensure that others are ready to take over when needed.
- ◆ **Have some fun.** There is nothing wrong with having some fun at work. When the job stops being fun, it is probably time to look for a new job.



Team Building

Given the opportunity to work with different team members on various audits, you will form rewarding and lasting personal relationships with coworkers.

Many of our auditors play on recreational golf, kickball, and softball teams. Also, many get together to attend various sporting events and enjoy other recreational activities, including bicycling and running.

Our close proximity to Michigan State University provides ongoing opportunities to enjoy Big Ten athletic events and cultural events on the beautiful MSU campus. Numerous activities are also available at Lansing Community College, several local museums, and other area attractions.



